



## Electronic Project Animal Identification Forms

### Leader Information

#### How can my club submit their project animal identification forms (PAIF) in 2019?

1. Electronic completion and submission through AssistExpo, [www.4-hontario.ca/livestock](http://www.4-hontario.ca/livestock)

#### How can I assist my club members in transitioning to the new online submission of PAIF forms?

1. Circulate the document entitled Electronic Project Animal Identification Forms: Member Checklist to members, [www.4-hontario.ca/livestock](http://www.4-hontario.ca/livestock).
2. Consider making completion of the forms part of the initial club meetings. Relay the Electronic Project Animal Identification Forms: Member Checklist to your members so that they arrive prepared to complete their forms as part of meeting. If you have access to internet you could work on submission as a group or have a leader assist individually at a separate station.

#### How do I ensure my club members are relaying their PAIF forms to their leaders?

1. Electronic submission of forms is finalized with a confirmation email sent to members that includes a summary of their PAIF details. Request this to be shared with you.
2. Give your members a club deadline to submit their PAIF forms prior to the provincial deadline of June 1<sup>st</sup> and prior to any Association set deadlines. This builds in a safety net to allow you to review the project information and allow time for any revisions prior to the June 1<sup>st</sup> deadline. Forms cannot be altered or submitted after June 1<sup>st</sup> by members or leaders.

#### Important Reminders to provide your 4-H Members:

- Ensure all available contact information is included – including the club name (please be sure to provide this to them)
- All Beef, Dairy, Lamb and Swine forms must include the relevant mandatory tag information – forms excluding this information will NOT be approved for multi-county, regional, provincial and national events
- Ask members to use the Electronic Project Animal Identification Forms: Member Checklist to gather as many details as possible to identify their project animal, this information assists 4-H Ontario in supporting members should a project animal need to be identified for an event that has requested verification. For example: date of birth, tag numbers, tattoo, sire and dam information, animal colour are all details that can be cross referenced to verify a member's project animal.
- Remind members to click the 'Send Confirmation Email' button so that they can forward you a copy of their project animal information.
- 4-H Ontario livestock policies are available on the 4-H Ontario website, [www.4-hontario.ca](http://www.4-hontario.ca) under the policies and forms section, 4.2.3 Livestock Policies

- Any tag changes due to a lost a tag must be reported to 4-H Ontario via Form 6.39 Project Animal Tag Replacement Form, 4-H Ontario cannot make revisions without this documentation.
- Members are responsible for reporting any tag changes directly to any events they have entered.
- The deadline for submitting Project Animal Information Forms to 4-H Ontario is June 1<sup>st</sup>

If you have any questions regarding completion, submission and approval of Project Animal Identification Forms please do not hesitate to contact:

Coordinator, Programming  
4-H Ontario  
111 Main Street North, Rockwood ON N0B 2K0  
P: 1.877.410.6748 x468